

Service Coordination Board Meeting Summary

Date: 12 December 2012

Members in attendance:

	Member	In Attendance
AES	John Maclean	√
	Geoff Pile	√
ASD	Michael Borland	√
	Ali Nassiri	
XSD	Mark Beno	
	Chris Jacobsen	√
Upgrade Project	Tom Fornek	√
	Mohan Ramanathan	

Secretary: Donna Ferguson

Also in attendance: S. Davey

Agenda

- Open action items: Not Discussed
- New business
 - Group Photo
 - Hiring Status
 - Update presented on Project Report Summary

Meeting Summary

Updates on the current hiring status and APS Project Report Summary were presented and discussed. See below for additional detail.

New Action Items

1. Action Item: Distribute update Project Report Summary with information letters to Project Managers [Davey] –Closed.
2. Action Item: Update Tom Fornek as to the status of the designers currently assigned to the IEX Project for APS Upgrade availability [Pile] – Open.
3. Update the APS Project Report Summary. All boxes where “approved service group can provide the effort” approved, highlight green [Davey]. - Open
4. Items from XSD need to be entered into the system. [Torres] – Open.

Open Action Items

From [last] meeting: Not Discussed, unknown

Agenda Topic: Group Photo

Service Coordination Board group photograph taken by Jane Pransky for use at the February all hands meeting.

Agenda Topic: Hiring Status – Geoff Pile

Update

Mechanical Engineering

Three positions were offered. Of these, 2 people accepted. Need an additional 2 people.

Design and Drawing

Three positions were offered, of these 2 declined due to term of the position.

Upgrade

Two additional designers are needed ASAP.

Discussion

Positions are being posted before the Holiday Shutdown. It is hoped to gather resumes after the break and have additional 8 resources hired in February.

Positions were declined for two primary reasons – term nature of position and salary.

Agenda Topic: Update on APS Project Report Summary

Update

Additional hyperlinks have been added to the Excel Plans from the Master Sheet. Additional “greyed out” suggestions have been added to consider when planning in the Excel Plans. Items are now being highlighted green when it is agreed upon the service group can provide the effort. Upcoming effort will include capturing customer satisfaction.

Discussion

Minor updates are needed to the “green” boxed. Remove “new Approved” projects and just include at the top when there is something new. Group Leaders in XSD have been asked to include projects into the system which do not require effort from other groups.

Next meeting scheduled for 1/9/2013, 11:15, B401/4100